

Team-up for Procurement!

Child Nutrition Programs, Monitoring Branch

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Competition! It's the **American** Way!

Proper procurement

- Full and open competition
- **A**void unduly restricts or eliminates competition
- **R**easonable, **A**llocable, and **N**ecessary

Proper Procurement Pays!



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Procurement phases:

- SOLICITING
 - Planning & forecasting
 - Proper procurement method
 - Preparing specifications, terms and conditions
 - Promoting the solicitation (advertising)
- EVALUATING
- AWARDING
- MONITORING



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Consider consolidating or breaking out procurements to obtain a more economical approach.

SOLICITING: Planning and Forecasting

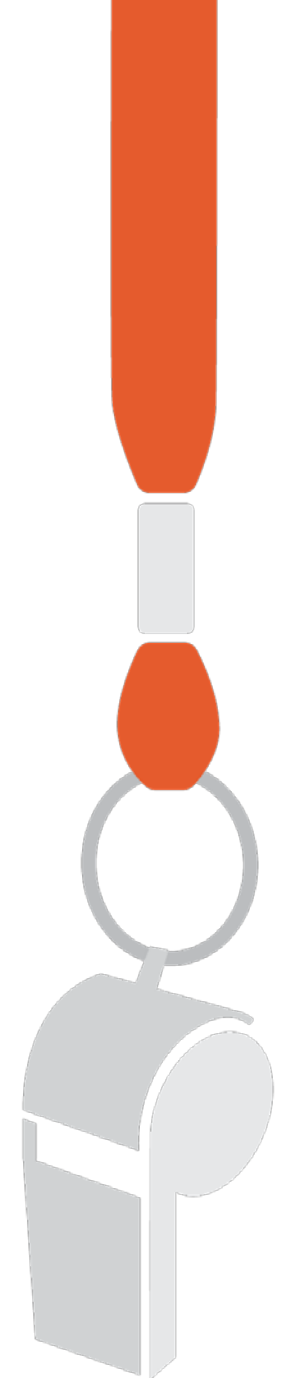
- Resources
 - FNS' Food Buying Guide—new mobile app available!
 - TheICN.org
- Only necessary purchases
 - Calculate total need, check inventory balances, calculate the balance, use average daily participation factors, and determine serving frequency
- Marketplace Analysis
 - Understand the competitive industry for goods and/or services
- Estimate costs
 - Determines the required procurement method



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SOLICITING: The proper procurement method

- **Micro-purchases**
 - \leq \$3,500
- **Small purchase procedures**
 - \leq \$150,000
- **Soliciting for sealed bids**
 - $>$ \$150,000
- **Soliciting for competitive proposals**
 - $>$ \$150,000



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SOLICITATIONS: Specifications, Terms, and Conditions

- Contract dates
- Contract type
- Purchase orders and ordering process
- Delivery and invoice requirements
- Payments for goods/services received
- Certifications required: (Debarment and Suspension, drug-free workplace, required licensures, if applicable)
- Return of discounts, rebates, and applicable credits in cost reimbursable contracts
- **MORE!**



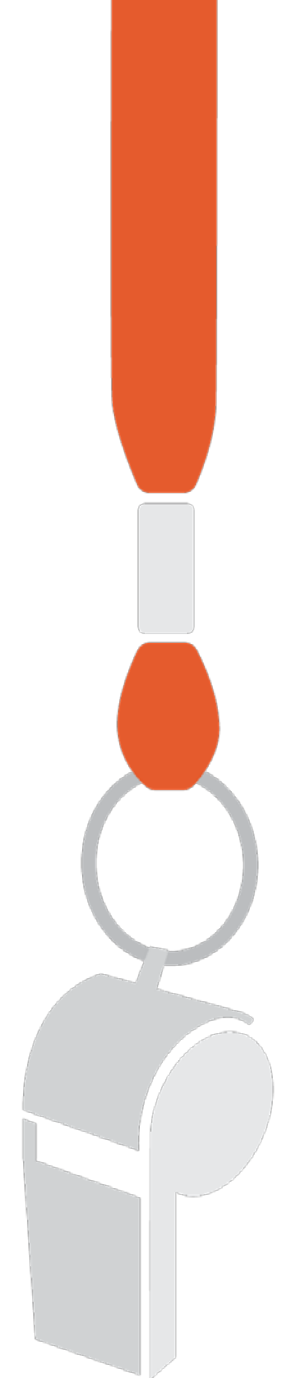
www.AMS.gov

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Evaluation and Award phase: The goal is to obtain the best product and services at the lowest price to a responsive and responsible vendor

Specifications and Technical Requirements when awarding a contract

- **Sealed bids:** lowest price
- **Competitive proposals:** bid or offer most advantageous to the Program with price as the primary factor



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Awarding a contract

- Award letters
- Contract execution

Procurement by noncompetitive proposals



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Monitoring the contract

- **Deliveries and invoices**
- **Discrepancies**
- **Documentation**



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Where do I find program-specific information?

Program Regulations	Buy American 	Required Contract Provisions for Cost-reimbursable Contracts	Geographic Preference (Optional)
NSLP and SBP	7 CFR 210.21(d), 7 CFR 220.16(d), Memo SP38-2017	7 CFR 210.21(f), 7 CFR 220.16(e), 7 CFR 250.53	7 CFR 210.21(g), 7 CFR 220.16(f)

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Government-wide Regulations



2 CFR Parts 200.317-.326

<http://www.ecfr.gov>

Title 2 – Grants and Agreements

Part 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS



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Where do I find information on the Federal procurement requirements?

General Procurement Standards	Competition	Procurement Methods	Small, Minority, Women's Businesses	Contract Cost & Price	Federal or State Agency Review	Required Contract Provisions
2 CFR 200.318	2 CFR 200.319	2 CFR 200.320	2 CFR 200.321	2 CFR 200.323	2 CFR 200.324	2 CFR 200.326 & Appendix II to 2 CFR 200

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Any questions?



FNS WELCOMES

The Wyoming
Department of Education &
Sweetwater County
School District #2

